

**Minutes  
Colonial Village III  
Board of Directors Meeting  
15 November 2006**

**Call to order:**

Mr. Nicoll brought the meeting to order at 6:56 P.M., and called the roll of Colonial Village III's Board of Directors. Eric Nicoll, president; Michael McGregor, vice president; Kevin Haley, treasurer; Dennis Gerrity, secretary; Cheryl Concelman, member at large, answered present. Maintenance engineer Stan Kiman; and association manager David McPherson were also present at that time.

**Proof of Notice of Meeting:**

All unit owners in attendance acknowledged the timely receipt of notice of this meeting.

**Reading and Approval of Minutes:**

Mr. Nicoll moved that the minutes of the 16 October 2006 board meeting be approved without change. Mr. McGregor seconded this motion, and it was approved unanimously.

**Election of Officers:**

Mr. Nicoll said that officers of CVIII's board had been elected on an acting basis at CVIII's 2006 Annual Meeting because not all members were present at that meeting. Mr. Nicoll noted that all five members were present at this meeting, and he moved the election of officers of CVIII's board of directors for the next eleven months as follows: Eric Nicoll, president; Michael McGregor, vice president; Kevin Haley, treasurer; Dennis Gerrity, secretary; and Cheryl Concelman, member-at-large. Ms. Concelman seconded this motion, and it was approved unanimously.

**Open Forum for CVIII Owners:**

No one was present to speak.

**Correspondence from Owners:**

None.

**Reports of Officers:**

See pending and new business.

**Committee Reports:**

**Public Safety Committee:** The board reviewed correspondence from Mr. Nicoll to Captain Kevin Reardon of the Arlington County Police Department requesting stepped-up enforcement of Zone 4 residential permit parking restrictions in the 1700 block of N. Rhodes St.

**Management Report:**

**October Financial Update:** After making allowances for errors and omissions in the October income and expense statements, Mr. McPherson said CVIII had a year-to-date operating surplus of \$25,387.74 as of the end of October. Mr. McPherson told the board that these errors would be corrected by the end of the year. **Liquidity:** Mr. Haley asked Mr. McPherson if CVIII would have sufficient cash on hand to pay the \$162,000 cost of replacing three roofs during the first quarter of 2007. After review, Mr. McPherson noted that there was \$96,000 in a money market account and \$100,000 in T-Bills maturing in January 2007 that would be available to pay this bill.

**Maintenance:**

Mr. Kiman said there had been no unusual maintenance problems during the last month. The board noted that front doors hinges were loose or unattached at 1721, 1800, and 1812 Queens Lane and 1727, 1813 and 1817 Rhodes St. The board also noted that interior stairway railings were loose at 1808 and 1809 Queens Lane and 1805 Rhodes St. and an exterior railing at 1805 Rhodes St. were broken. The board further noted that fluorescent lights were out in the hallways of 1800 and 1813 Queens Lane. Mr. Kiman told the board that he would make the necessary repairs as soon as possible.

**Pending Business:**

**Wilson Blvd. Fence, Security Gates and Locks:** Mr. McPherson informed the board that the installation of the new Wilson Blvd. fence and modifications of the Wilson Blvd. and North gates had been completed by Benson Welding and the installation of key pads and electronic locks on both gates had been completed by Baldino's Electronic Security and Walsh Electric. Mr. McPherson suggested that the locks be activated on Monday, December 4<sup>th</sup>. Letters explaining the operation of the locks and providing access codes would be delivered by hand to each unit in CVIII and mailed to nonresident unit owners on Monday, November 27<sup>th</sup>. After discussion, the board approved Mr. McPherson's plan to activate these locks. The board and Mr. McPherson reviewed options to prevent vandalism of these new locks. The board and Mr. McPherson discussed ways to improve the appearance of the poles on which the exit buttons for these gates were mounted.

**Storm Drainage:** Mr. McPherson informed the board that Somerset Landscaping had completed its contracts for storm drainage improvements in CVIII except for: (i) increasing the capacity of a dry well it had installed in front of 1735 N. Rhodes St; (ii) installing an additional twenty-five linear feet of sod adjacent to the north side of Building Four. Mr. McPherson said that he would continue to withhold payment from Somerset until these items were completed. The board noted that a storm drainage cleanout located in the courtyard in front of 1812 Queens Ln. had been broken by the lawn service. The board asked and Mr. McPherson agreed to have Somerset Landscaping replace this cleanout and charge the cost to McFall & Berry.

**Replacement Roofs:** Mr. McPherson told the board that he and Doug White, the consulting engineer hired by CVIII for this project, had reviewed Pioneer's Roofing System's \$162,302 bid to replace the roofs at 1813 and 1821 N. Rhodes St. and 1728 Queens Ln., and they were of the opinion that Pioneer's bid was consistent with the current costs of labor and materials. Mr. McPherson said that the Arlington County Historical Affairs and Landmark Review Board would not complete its review of this project until December 20<sup>th</sup>. This would allow him to get competing bids without delaying the start of this project, but he felt that these bids would save CVIII no more than five to ten percent of this project's cost. Mr. Gerrity said that CVIII should get competitive bids on such an expensive project and moved that the board direct Mr. McPherson to obtain competitive bids to replace these roofs. Mr. Haley seconded this motion. Mr. Gerrity and Mr. Haley voted aye; Mr. Nicoll, Mr. McGregor and Ms. Concelman voted nay; and the motion failed to carry by a vote of two to three. Mr. Nicoll argued that replacing these three roofs should be viewed as the final stage in a larger project of replacing all roofs in CVIII that started in the mid-1990s. Mr. Nicoll said that, after conducting competitive procurement processes, past boards had chosen Pioneer to replace the other twenty-five roofs in CVIII, and since Pioneer had done an acceptable job on the first twenty-five roofs, Pioneer should be chosen to replace these last three roofs. Mr. Nicoll said that bids had already been solicited from two other firms, but one declined to submit a proposal and the other firm's bid did not match the quality of Pioneer's bid. Mr. Nicoll moved that CVIII accept Pioneer Roofing bid of \$162,302 to replace three roofs. Mr. McGregor seconded this motion. Mr. Nicoll, Mr. McGregor and Ms. Concelman voted aye; Mr. Gerrity and Mr. Haley voted nay; and the motion was approved by a vote of three to two.

**Verizon Fiber-Optic Licensing Agreement:** Mr. McPherson informed the board that he had received no word from Dan Streich of CVIII's law firm, Chadwick Washington, that Verizon's legal department was willing to rewrite Verizon's proposed licensing agreement so that it would only authorize Verizon's engineering staff to determine how close to individual units fiber optic cable could be installed in CVIII's common areas without actually entering units. Mr. McPherson said that he would ask Mr. Streich to continue to pursue a revised licensing agreement with Verizon.

**New Business:**

**Hot Water Heater:** Mr. McPherson provided the board with the following proposals to replace a broken hot water heater serving Building Four: Associates Plumbing of Virginia, Inc. (API), \$5,870; Sherman's Plumbing, \$5,900; All Plumbing, Inc., \$7,800. After discussion, Mr. Gerrity moved that CVIII accept API's proposal of \$5,870 to supply and install this hot water heater. Mr. Nicoll seconded this motion, and it was approved unanimously.

**Preventative Maintenance Contract — Roofs:** Mr. McPherson provided the board with a proposed contract from Pioneer Roofing for preventative maintenance of CVIII's roofs for an annual fee of \$6,449. Services provided under this contract would include inspection of all roofs, gutters, scuppers and downspouts; removal of debris from roofs; provision of remedial repairs to roof systems and recommendations for additional work. After discussion, the board reached general agreement that CVIII's roofs should be inspected on a regular basis, but some members argued that a firm that was independent of the company actually hired to make whatever repairs were needed should make these inspections and recommendations for repairs. Members of the board pointed out that Mr. Kiman was already doing much of the work covered by this proposed contract and that some of the proposed work might be covered by existing warranties. Mr. McPherson said that he would solicit bids from roofing engineers for annual inspections and ask the manufacturer of the roofing system installed on CVIII's roofs, Sarnafil, if it would assist with inspections.

**Landscaping — 2007:** The board asked and the landscaping committee agreed to ask McFall & Berry for a detailed proposal to renovate CVIII's lawns.

**Holiday Bonuses:** After discussion, Mr. Nicoll moved that CVIII give the following holiday bonuses: David McPherson, \$1,000; Stan Kiman, \$1,000; Leon Guevara, \$750; and Davonia Gibson, \$500. Mr. Gerrity seconded this motion, and it was approved unanimously.

**Executive Session:**

Mr. Nicoll moved that the open session of this meeting be adjourned, and the board and Mr. McPherson convene in executive session for the purpose of discussing delinquent assessments and, after Mr. McPherson excused himself, holiday bonuses. Mr. Gerrity seconded this motion, and it was approved unanimously at 8:14 P.M.

**January 2007 Board of Directors Meeting:**

The next board meeting is scheduled for 7:00 P.M. on Tuesday, 16 January 2007, in the conference room in the CMI office at 1903 Key Blvd.

**Adjournment:**

Mr. Nicoll moved that this meeting be adjourned. Mr. McGregor seconded this motion, and it was approved unanimously at 8:28 P.M.